

# 24-Element QAPP

## Project Management

- A1 – Title and Approval Sheet
- A2 – Table of Contents
- A3 – Distribution List
- A4 – Project/Task Description
- A5 – Problem Definition and Background
- A6 – Project/Task Description
- A7 – Quality Objectives and Criteria
- A8 – Special Training/Certifications
- A9 – Documentation and Records

## Data Generation

- B1 – Sampling Process Design
- B2 – Sampling Methods
- B3 – Sampling Handling and Custody
- B4 – Analytical Methods
- B5 – Quality Control
- B6 – Instrument/Equipment Testing, Inspection, and Maintenance

- B7 – Instrument/Equipment Calibration and Frequency
- B8 – Inspection/Acceptance of Supplies and Consumables
- B9 – Non-direct Measurements
- B10 – Data Management

## Assessment and Oversight

- C1 – Assessment and Response Actions
- C2 – Reports to Management

## Data Review and Usability

- D1 – Data Review, Verification, and Validation
- D2 – Verification and Validation Methods
- D3 – Reconciliation with User Requirements